



USAID
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**Functional Series 500
Management Services**

INTERIM UPDATE 08-17

SUBJECT: Revision of ADS 504 and its references

NEW MATERIAL: This Interim Update announces that ADS Chapter 504, Agency Notices, and its references have been revised. Office symbols have been updated; the primary change in this category was to indicate the change in Agency Notices function from M/AS/IRD to M/MPBP/POL. The policy on issuing death announcements was also clarified.

EFFECTIVE DATE: 06/02/2008

- ATTACHMENTS:**
1. [ADS 504, Agency Notices](#)
 2. [The USAID Notice Process: Creating, Clearing, and Sending Agency Notices](#)
 3. [Instructions for Creating Agency Notices Without the Macro Form](#)
 4. [Instructions for Using the Notice Macro Form](#)
 5. [Sample Interim Update, An Additional Help Reference for ADS Chapter\(s\) 504 and 501](#)
 6. [Sample Agency Notice, An Additional Help Reference for ADS Chapter 504](#)

POLICY

USAID/General Notice
M/MPBP/POL
11/21/2008

Subject: Revision of ADS 504 and its references

ADS Chapter 504, Agency Notices, and its references have been revised. Office symbols have been updated; the primary change in this category was to indicate the change in Agency Notices function from M/AS/IRD to M/MPBP/POL. The policy on issuing death announcements was also clarified. Finally, the list of authorized senders for Agency Notices has been updated.

Point of contact: Any questions concerning this Notice may be directed to Suzan Corl, M/MPBP/POL, (202) 712-0648.

Notice 1155

File Name	IU5_0817_112508
Notice Date	11/21/2008
Effective Date	06/02/2008
Editorial Revision Date	11/18/2008
ADS CD No.	N/A
Remarks	This IU will remain on the ADS Web site for three months.